



DATED: 05.11.2022

Karachi Mobility Project
Sindh Mass Transit Authority (SMTA)
Transport & Mass Transit Department

The Project Director

Dear Sir/Ms

I am writing in response to your announcement for the vacancy of **Procurement / Contract Management Specialist** which was advertised in daily "DAWN" of 30.10.2022. I am an MBA supply chain management and possess over 28 years of diversified experience in managing both procurement, contracts & Inventory Management under the umbrella of upstream and downstream local & global supply chains of renowned largest companies both manufacturing & marketing organizations, I have had been managing, executing and controlling large & complex local and foreign procurement, inventory control, contracts, and other functions of logistics as mentioned in below para by developing strategic, tactical and operational procurement & contracts strategies and plans in line with overall business framework of the organization and in consultation, coordination and with agreement of all stakeholders / functional heads and top management. implemented these plans for speedy, accurate, barrier free and cost-effective completion of all processes thereby ensuring seamless flow of materials / services from the point of origin to the ultimate point of consumption to disposal and salvage covering the whole lifecycle of all purchased materials and hence achieve utmost possible lowest cost (landed cost) of materials in terms of total supply chain. I have worked with renowned organizations here in Pakistan and abroad as well, such as: SAUDI ARAMCO MOBIL REFINERY COMPANY IN SAUDI ARABIA, MOBIL OIL PAKISTAN in their production and marketing divisions and at present PAKISTAN REFINERY LIMITED, KARACHI.

I have been managing procurement & inventory management functions through ERP system such as SAP and J.D. Edwards arranging for and supplying required materials/services to support uninterrupted continuous production, maintenance & distribution network process, similarly arranging for and supplying or making available company's products and services where and when required by downstream customers for meeting customers' preferences timely & cost effectively and managing the procurement & logistics cycle right from the need assessment, setting specifications through to pooling suppliers, screening suppliers, asking for proposals/quotations, selecting reliable suppliers/awarding and managing contracts and purchase orders, vendors' performance evaluation and taking corrective actions and putting in place a coordinated,

integrated and agreed upon logistics system to meet all customers' preferences (internal and external customers) timely and cost effectively.

I will bring in to your client's organization a unique blend of multitasking skills, capabilities, knowledge with conceptual and practical experience in diverse industrial set up spread over more than 25 years to take on Strategic, Tactical and Operational procurement & contracts functions and make this function a sustained/unimmitative competitive advantage for your organization through cost savings in procurement & contracts function. Usually companies either in manufacturing or service concern spend 50% of their revenue on procurement of goods/materials/services to pursue their core business activities. This gives me an edge for substantial cost savings and improve and increase organizational profitability that would otherwise could be achieved through increased sales volume and this would force the company to incur huge costs on materials, additional manpower, additional time and other overheads, because savings in procurement directly affect the bottom line and boost each function of the organization that in turn increases profitability of the firm. As little as 2-3% cost savings in procurement process may result into 15%-30% increase in margins. The amount of cost savings achieved through effectively concieved procurement strategy can be spent further on acquiring goods/materials/services for the core business activity or other urgent projects of the company can be supported. I will achieve this for your organization by putting in place good procurement practices, making trade-offs between procurement and logistics activities to achieve reduced overall cost (landed cost) of acquisition of goods/services to the company.

In addition to managing procurement & inventory control function I can map out all processes of the following functions of supply chain of the company, identify and remove redundancies and duplication out of processes, integrate them and devise agile/aligned/ and adaptable supply chain processes for the departments to work as a single entity in close coordination and consultation with all departmental heads and line managers for the following departments; Coordination, Demand Forecast Management, Materials Planning & production scheduling, Procurement & contracts, Warehousing Management, Inventory Control, Budgeting & Spend Analysis, Tendering & Contract, and projects Management, Strategy Formulation, Logistics Management, Personnel Logistics Management, Fleet Management (Company Owned, For-Hire Transport), Human Resources Management.

It may take many pages to list all my achievements in supply chain and take a great deal of your valuable time while you go through all, I would dearly like and enjoy having the opportunity to talk with you in person further to discuss the requirements and expectations of the position.

Thank you in advance for your time and consideration.

Best Regards

Muhammad Firdous Javed

CURRICULUM VITAE

PERSONAL INFORMATION & QUALIFICATION:

Name: Firdous Javed

Father: Allah Bukhsh

Date of Birth: 19-05-1964

CNIC: 42201-0693361-1

Education **MBA Supply Chain Management**
B.Sc (Physics, mathematics, statistics)

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EXPERIENCE SUMMARY:

Since August 2000

Head of Procurement & Contracts at Pakistan Refinery Limited

August 1996 to July 2000

With MOBIL OIL PAKISTAN . As Country Manager Procurement & Distribution.

March 1990 to July 1996

With SAUDI ARAMCO MOBIL REFINERY COMPANY IN SAUDI ARABIA as Regional Manager Procurement & Logistics.

1983-1986

Pakistan Air Force, Air Logistics Cell Faisal Base Karachi.
As a Supply Assistant.

SKILLS

Professional usage of ERP/MRP Systems like(J.D.Edwards and SAP), MS Word, Excel, **in house trained on certified SAP consultant in MM module**, PowerPoint, Human Resources Management Activities such as; Performance Management & Measurement, Job Analysis and Job evaluation and training and development of Employees. Good command over communication, besides English & Urdu excellent spoken Skills in Sindhi, Punjabi, Sareyki and Hindco.